



U.S. GOVERNMENT  
PRINTING OFFICE  
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MERIT PROMOTION

# Vacancy Announcement

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**ANNOUNCEMENT NUMBER:** 04-211  
**POSITION:** Indexer  
**SERIES/GRADE:** PG-0301-07  
**SALARY RANGE:** \$34,184 - \$44,439 PA  
**ISSUE DATE:** 07/02/04  
**CLOSING DATE:** 07/21/04  
**NUMBER OF VACANCIES:** Two  
**ORGANIZATION:** Plant Operations  
Office of the Production Manager  
Congressional Record Index Office  
**GEOGRAPHIC LOCATION:** Washington, DC  
**PROMOTION POTENTIAL:** PG-11  
**DURATION OF APPOINTMENT:** Permanent  
**TOUR OF DUTY:** Shift 1  
**OPM NOTICE OF RESULTS REQUIRED:** No  
**CIVIL SERVICE STATUS REQUIRED:** No  
**AREA OF CONSIDERATION:** All Sources

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## **SUMMARY OF DUTIES/RESPONSIBILITIES:**

At this level, the indexer is responsible for learning the policies and workings of the Congressional Record Index office. These include reading the various sections of the Congressional Record, extracting the pertinent data, and composing that data using the subjects and formats consistent with Congressional Record Index office style. The indexer must become familiar with the use of reference lists and databases specific to the Index office, and use the Internet as a reference source to verify, supplement, and provide background information on the entries from the Congressional Record being indexed. Answer phone calls requesting assistance with locating information in the Congressional Record. Uses Xywrite software to compose sections of the Index. Use DOS programs to process and compile data to prepare it for the editorial process. Read and mark copy to assist in preparation of the bound annual Congressional Record Index. Self-motivation and the ability to work independently is an asset.

**QUALIFICATIONS:** Applicants must possess 52 weeks of specialized experience equivalent to the PG-05 grade level **OR** possess 1 full year of graduate education **OR** possess a 4-year degree with a cumulative grade point average of 3.0 or higher. Specialized experience is experience requiring the applicant to read, analyze, and summarize resource material. In general, specialized experience is directly related to this position and has equipped the candidates with the knowledge, skills, and abilities to successfully perform the duties as described above.

**EVALUATION OF CANDIDATES:** If you meet the basic qualification requirements, we will evaluate your application against the knowledge, skills, and abilities (KSAs) required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration. Applicants should be specific in documenting these areas in their application materials.

On plain paper, list each of the following knowledge, skills, and abilities (KSAs) separately and explain how your experience, education, training, self-development activities, appraisals, awards, etc. relate to each KSA and this position. The evaluation of KSAs responses will determine which candidates will be referred to the selecting official for final consideration. Please limit your narratives to one page per KSA. KSA summary statements that address all KSAs together are not acceptable.

**You must submit separate narrative KSA statements with your application package. Failure to do so will result in a loss of full consideration.**

**KNOWLEDGE, SKILLS AND ABILITIES REQUIRED FOR THIS POSITION:**

1. Ability to locate, extract, and summarize pertinent material within a body of text.
2. Ability to communicate in writing.
3. Ability to analyze and interpret resource material.
4. Skill and ability in using a personal computer and the Internet to conduct research.

**NOTE 1:** Applications will be accepted from status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When one (1) application is received, it will be considered under merit promotion procedures only.

**NOTE 2:** Applicants who are using education to qualify for this position must submit a copy of their official transcript with their application.

**ALL APPLICANTS MUST INCLUDE THE FOLLOWING:**

**Applicants may submit an *Optional Form 612, "Optional Application for Federal Employment" (or SF-171), or a resume. If a resume is submitted, it must contain all pertinent data in the OF-612.***

Current and former Federal employees must submit copies of their latest annual performance rating and SF-50 as proof of status or reinstatement eligibility. Veterans who are preference eligibles or who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service may apply. When one application is received, it will be considered under the federal merit promotion procedures. Applicants eligible under the **Veterans Readjustment Act (VRA)** will also be considered, if this position is being announced at the grade PG-11 level and below. Veterans must submit a copy of their DD-214, "Certificate of Release or Discharge from Active Duty"; if claiming 10-point veterans' preference, submit a SF-15, "Application for 10-Point Veterans' Preference," plus the proof required by that form.

Applicants seeking Excepted Appointments based on disabilities must provide certification from a State or District of Columbia rehabilitation counselor indicating that they meet the requirements for and are eligible for an Excepted Appointment based on a physical or mental disability.

**Selectees must successfully pass a drug test before appointment.**

**GPO WILL NOT PAY RELOCATION COSTS.**

**OTHER ESSENTIAL INFORMATION:**

Applicants must:

- include the vacancy announcement number and position title on their application.
- describe their duties and responsibilities in their own words; position descriptions may not be submitted.
- meet time-in-grade and qualification requirements by the closing date of this announcement.
- submit a GPO Form 2566, "Report of Merit Promotion Action," if they wish to obtain a report on the status of their application.
- submit applications and required forms postmarked no later than the closing date of this announcement.
- provide the title and length of related courses. For college classes include the number of credit hours (not required if a degree has been earned).
- be a United States citizen or national (e.g. resident of American Samoa).
- include their Social Security Number on their application.

**SUBMIT APPLICATION(S) TO:**

**Team 3**  
U.S. Government Printing Office  
Employment Branch, Room C106, Stop: PSE  
732 North Capitol Street, NW  
Washington, DC 20401  
FAX (202)512-1292

**FOR ADDITIONAL INFORMATION CALL:**

(202)512-1308 Kristy Kaptur  
TDD (202)512-1519

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***\*THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICAN***